

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
September 21, 2016 Workshop - Commission Board Room
1331 South Blvd., Chipley, FL 32428

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Alan Bush Chairman	Charles Kent Vice-Chair	Charles Brock	Todd Abbott	Lynn Gothard

- I. PROCLAMATION – Deputy Holland
 - A. Call to Order – Chairman Bush
 - B. Invocation/Pledge – Mr. Roger Hagan/Chairman Bush

The Washington County Board of County Commissioners met on the above referenced date with the following members present: Chairman Bush, Commissioners Kent, Abbott, and Gothard.

Commissioner Brock was present via polycom.

Also attending the meeting are as follows:

Jeff Goodman, County Attorney

Shawna Faison, Executive Assistant to Lora C. Bell, Clerk of Court

Hank Hamilton, County Administrator

Risha Brantley, Deputy Clerk

- II. AGENDA ITEMS

- Florida Department of Health Core Contract – Karen Johnson, Health Officer, Florida Department of Health

- Florida Department of Health Clinic Services Fee Schedule 2016 -2017 – Karen Johnson requested approval of the health core contract and health clinic fee schedule.

The Board agreed to list the contract and fee schedule on the consent agenda.

- SHIP New Construction Strategy – Cindy McIlwain addressed the Board in reference to the new construction strategy for the SHIP program. Previously Florida Housing Finance has not allowed SHIP funds to be used for new construction but that restriction has been released. Cindy McIlwain requested the inclusion be incorporated in the LHAP for Washington County.

Commissioner Gothard asked if an applicant has property, could the funds be used to cover closing cost.

Cindy McIlwain addressed Commissioner Gothard, the \$10,000.00 will be used toward their construction loan.

Commissioner Gothard asked County Attorney Goodman if the text should say, for the purchase of a lot.

Cindy McIlwain addressed County Attorney Goodman the text is covered in section a. that Commissioner Gothard is referring to. It includes to buy down the construction loan.

County Attorney Goodman confirmed there is a provision covering buying down a construction loan.

Chairman Bush addressed the Board, the text commits the funds to construction.

Cindy McIlwain confirmed that is correct.

County Attorney Goodman advised the Board, he is hesitant to try to amend

a policy based on a single incident, asking Cindy what she is trying to accomplish.

Cindy McIlwain recommended removing the provision that the funds can be used to purchase a lot, but she would like the inclusion that SHIP funds can be used to reduce the amount of the construction loan. She would like to remove the text that includes, providing down payment or closing cost assistance for purchase of a lot.

Commissioner Gothard addressed Cindy McIlwain, the purpose is not to help them purchase a lot but to help with down payment and closing cost on their construction.

Cindy McIlwain confirmed that is correct.

County Attorney Goodman confirmed that would mean for everybody.

Cindy McIlwain addressed the Board, staff recommends allowing new construction loans in order to give an applicant more flexibility.

Commissioner Abbott asked if allowing the 10% going toward building a new home was a state mandate.

Cindy McIlwain addressed Commissioner Abbott, it is not mandated by the state but it is a strategy that the county can decide to add to the LHAP.

County Attorney Goodman advised Cindy McIlwain, his understanding of what they were presenting is their recommendations on how to amend the policy.

Commissioner Abbott asked if there are problems approving funds to applicants to purchase existing homes.

Cindy McIlwain advised, no. It is under the first time home buyers strategy.

County Attorney Goodman asked if it is their recommendation to remove the section about the lots.

Cindy McIlwain advised that it is their recommendation to remove that section.

Commissioner Kent addressed the Board, he has been contacted previously about funds approved being insufficient in purchasing available homes. The citizen suggested being able to use the funds to build a smaller home that they could afford.

This is another situation of the Board's LHAP not fitting the criteria.

Chairman Bush addressed the Board, he does not have an issue including the language.

Commissioner Abbott addressed the Board, he does not know about the funds being available to be used to build a home because there are many homes on the market.

Cindy McIlwain addressed the Board, the strategy follows all the other guidelines. It's strictly based on income.

Commissioner Gothard addressed the Board, she did not like the purchase of the lot language being included.

Chairman Bush advised to include it on the regular agenda, reflecting the removal of the lot language.

- Economic Development Agreement – Ted Everett, Chamber of Commerce, Executive Director addressed the Board, it is his understanding that \$30,000.00 has been approved in the upcoming budget year for economic development, which does not go to the chamber. The funds are kept in a separate account.

Chairman Bush advised to list the agreement on the consent agenda with no opposition from the Board.

Mr. Everett covered items that are being covered using the funds. He also updated the Board on the success of the 15 year Hard Labor Creek event.

Emergency Debris Monitoring Services RFP Scored Responses – Kate Daniel, WFRPC Planner addressed the Board in reference to the score responses for RFP 2016W-1 Emergency Debris Monitoring Services. The RFP was issued on August 1st to pre-qualify contractors to provide emergency debris monitoring services in the event of a disaster event. The proposal due date was August 29. 4 submissions were received by the deadline.

The proposals were reviewed and scored by three members of WFRPC staff. The average score as well as detailed scores have been provided.

The top ranked score was from Tetra Tech, Inc. at 85.58, the second ranked score was Thompson Consulting Services at 83.75, the 3rd Landfall Strategies, LLC at 82.92, and the 4th ranked score was Whit O'Brien at 82.35.

She requested prequalification of an emergency debris contractor. The county will not enter into an agreement with the contractor unless services

are needed in the event of a disaster.

The highest ranked score was Tetra Tech, Inc., which would be serviced out of the Tallahassee branch.

County Attorney Goodman requested the item be listed on the regular agenda.

- Debris Removal Services RFP Score Responses – Kate Daniel, WFRPC Planner addressed the Board in reference to RFP 2016W-2, which was issued on August 1st, with the deadline being August 29. Three bids were received, which are as follows, Crowder Gulf at 96.12, 2nd ranked bid was from DRC Emergency Services at 90.62, and the 3rd ranked bid was from Ceres Environmental Services Inc. at 83.20.

Per the debris management plan, WFRPC recommends prequalification of a primary contractor and at least one other, depending on the scope of work that needs to be done. The county would not enter into an agreement unless services are needed.

Chairman Bush confirmed that they would enter into a primary contract with Crowder Gulf and secondary with DRC.

Kate Daniel, confirmed that is correct based on the scores.

County Attorney Goodman addressed the Board, he does not have any concerns about the RFP.

Chairman Bush advised to list the item on the consent agenda.

- Emergency and Community Right-to-Know Act – Kate Daniel, WFRPC

requested the Board pass the resolution which would recognize the benefits of the emergency planning and community right-to-know act.

The Board agreed to list the resolution on the consent agenda.

- State Aid to Public Libraries – Renea Rountree, Library Director addressed the Board in reference to the state aid to libraries grant agreement, which is from the Division of Library Information Services. The language remains identical to the prior year.

Additional documentation is a requirement with the new agreement since the library has left the cooperative.

The certificate of certification of credentials, a long range, a 3 year, and an annual plan of service are required.

The estimate for state-aid this year is \$210,633.00

The Board agreed to list the agreement on the consent agenda.

- Variance Request – Victoria D’Angelo, County Planner WFRPC addressed the Board in reference to a variance request submitted for a location at the inter-section of Kirkland Road and Hwy. 90. It is currently designated general commercial. The current parcel is 5 acres. The applicant is seeking to divide the parcel into a 3 and 2 acre lot.

Victoria D’Angelo provided the Board site details.

The applicant has requested to use a fence that is along the proposed lease area, instead of the landscaping that would have been required. This is consistent with the comprehensive plan but would be considered a variance under the land development code.

Staff reviewed the application at a development review meeting that was held on August 24 and the surrounding property owners have received notification of the variance request by certified mail.

The applicant has requested to be relieved of the security and guarantee requirement that is 110% construction security and the landscaping and buffering standards.

The planning commission recommends approval based on the conditions in the staff recommendation with the modifications to parking.

The staff recommends approval based on the findings that are indicated in the staff report and the modification to parking.

The wetland delineation and storm water are required.

Commissioner Abbott asked if that is a state mandate.

Victoria D'Angelo addressed Commissioner Abbott, the state does govern some of it but some of it is a county requirement. Cliff Knauer, County Engineer would be the person of contact for this information.

Commissioner Gothard asked if this is the piece of property that consistently floods on Kirkland Road, right next door to it.

Commissioner Abbott addressed Commissioner Gothard, the property does not flood, but it floods the entrance of it. The existing property where the stereo store is where it actually floods.

The property the applicant has indicated is the highest elevation on the five acres.

The property does not flood, however the entrance does.

Commissioner Gothard asked if this is the property that is closer to the big drainage that there is constant trouble with.

Victoria D'Angelo addressed Commissioner Gothard, the property is next to Mitchel Site and Sound.

Commissioner Gothard addressed the Board, that is next to the large ditch and every time there is rain it fills up.

Chairman Bush addressed the Board, there is a pond there.

Commissioner Kent addressed the Board, the combination of the water coming off of Hwy. 90 and the water coming through the drainage system is what floods the corner lot.

Commissioner Gothard addressed the Board, she would like for the applicant to be aware that the Board has consistently discussed flooding issues.

Commissioner Brock addressed the Board, the Board has had many discussions about the area flooding. Every time that it rains extensively, the area floods. A situation does not need to occur that will fall back on the citizens of the county trying to make something work. It is a low-lying, flood zone area.

Commissioner Gothard addressed the Board in reference to the requirements of the applicant, which include the wetland delineation conducted by a biologist, compliance letters and permits from DEP and Northwest Florida Water Management, asking if those would be able to be obtained in order to meet the time issue.

Will the variance be given and if all the requirements are not complete by when the business is due to move, would the deal be over. What will happen?

Victoria D'Angelo addressed Commissioner Gothard, the Planning Department cannot foresee how long it will take. They will work as best as possible with the applicant.

Commissioner Gothard addressed the Board. The intent of the variance is to meet the timeliness in order to move the business. If the time to get the business moved runs out before the conditions are met, would this come back before the Board.

County Attorney Goodman addressed the Board, his understanding is the Planning Department has specified what is required of the owner. The owner's specific issues are that of a private party. If the Board approves, that would mean permitting based on the items being done.

Commissioner Gothard addressed the Board. The variance is based on having the business moved by December or whenever the lease runs out.

County Attorney Goodman addressed the Board, one issue is to try with the property owner and citizen to ensure that they don't delay the process as far as his timeline and the second aspect is the planning department and the Board has to protect the rights and interest of the county at the same time.

Victoria D'Angelo addressed the Board, the Planning Commission held a public hearing last week and the second public hearing will be held at the regular meeting, next week.

Commissioner Brock suggested the permits should be in place.

County Attorney Goodman addressed Commissioner Brock, the variance is subject to the permits.

Commissioner Abbott addressed the Board, in the past six years he has never seen the property flood. The issues have been at the entrance.

Commissioner Gothard advised the Board, she wants to be sure the conditions are met.

Chairman Bush advised to list the variance on the consent agenda.

Deputy Clerk Brantley asked if a public hearing was required.

County Attorney Goodman advised yes. It can be removed from the consent agenda if there is an issue that arises.

- Variance Request – Temporary Permit (2-years) – Victoria D’Angelo addressed the Board in reference to a variance request submitted for a temporary permit. The applicant is applying in order to add a mobile home on the property to care of her mother. The issue is that it exceeds the residential density that is allowed within the agriculture/silviculture district. There is a provision in which the land could be divided into 4.5 acre tracts but the applicant is not interested in doing so. In order to go beyond two years an extension would have to be requested.

The Planning Department will possibly look at an amendment to lower the density.

Commissioner Abbott expressed concern about notification to follow-up in 2 years.

Victoria D'Angelo suggested the notification would be put on the planning secretary's calendar.

Chairman Bush advised to list the variance on the consent agenda.

- TRANE – Neil Turner addressed the Board in reference to the energy project advising that his purpose at this time is to review/summarize the energy project.

Mr. Turner addressed the Board in reference to the energy project.

The Ag Center was originally included in the project but due to a failure with the air conditioning unit in the auditorium area there is a temporary unit that is costing the Board an estimated \$4,000.00 monthly.

The understanding is there will be a decision made on the longevity of that building. Some of the heating and air conditioning equipment in the building has been dropped off. The auditorium space has still been accounted for.

The project was initially a 20-year term. Due to the removal of some of the mechanical equipment the term has been lowered to a 15-year term on the payback.

Commissioner Abbott asked the life expectancy on the new units.

Mr. Turner addressed Commissioner Abbott, the new units will range from 18 – 25 years, if they are properly maintained.

Commissioner Abbott asked County Administrator Hamilton if he had any

concerns.

County Administrator Hamilton addressed Commissioner Abbott, the project looks better with the reduction in years.

County Administrator Hamilton addressed the presenters from TRANE, in reference to the principle and interest for the last project compared to the real life savings.

Mr. Hamilton clarified the finance cost is \$876,731.00.

Jackie Weis, TRANE advised the savings realized over the 15-year term is \$64,665.00.

Commissioner Gothard addressed the TRANE representatives, her understanding is the cost is \$876,731.00 to make all the changes, which will be financed over a 15-year term. The savings will be \$952,850.00 over 15 years. That is almost back to zero at the end of the time.

Neil Turner, TRANE addressed Commissioner Gothard, for 15 years you have used that equipment and have not had to make capital replacements that would have been needed.

Neil Turner discussed the savings process with the Board.

Commissioner Gothard expressed concern about the interest that will be paid.

Neil Turner advised the interest rate is 2.75%.

County Attorney Goodman advised Mr. Turner that was the original rate.

Commissioner Gothard commented the interest paid has to be taken off of the savings.

Neil Turner, advised the cash flow includes the interest. The savings paid for not only the capital infrastructure but the fees that are paid to the financial institution.

County Administrator Hamilton expressed concern about the accountability of receiving a check for the difference if the savings are not reached.

Neil Turner addressed County Administrator Hamilton, there will be a set up where staff can forward the bills or they can receive a direct posting from the utility company.

There is a dedicated monitoring group that will work with the staff in order to obtain the bills, and reports will be done quarterly and annually.

County Attorney Goodman confirmed that the Board will be provided with updates quarterly.

The project is functional if the county adheres to the controls that are put on the systems. The savings are built into the management of the controls. It will be critical for the County Administrator and his staff to ensure the controls that are put in place by TRANE are followed.

The facilities that the funds are being put in have a long enough life expectancy that the rewards will be reaped over the financing period.

Jackie Weis, TRANE advised the Board there is not any mechanical equipment upgrades at Public Works. Lighting is included.

Commissioner Gothard added that programmable thermostats are included.

Neil Turner, TRANE asked County Attorney Goodman if he needed to address the financing mechanism with Matt.

County Attorney Goodman advised Neil Turner that he would make contact with him as well as County Administrator Hamilton.

As of this week, the financing is still in place. Since the original confirmation, the scope of the project has been amended to lower the cost reflected by the amount being financed, which will fit a 15-year period. The rates were done 3-months prior, which may be subject to change.

Chairman Bush advised to list on the item on the consent agenda.

- III. FEMA COORDINATOR - Brenton Sempreviva addressed the Board in reference to task order 7.

The projects are moving at a good pace.

Mr. Sempreviva advised the Board he is pleased at how fast the projects are moving along. There are currently 6 projects in the closeout, which has not happened in his time period working here.

Deputy Clerk Brantley provides assistance in sending the cancelled checks.

Chairman Bush advised to list task order 7 on the consent agenda.

Chairman Bush called a recess at 10:25 a.m. The meeting was called back to order at 10:49 a.m.

- IV. PUBLIC WORKS DIRECTOR – Tom Terrell addressed the Board.
- Traffic Signal Light Maintenance Amendment – Tom Terrell requested the

Board list the FDOT maintenance of traffic warning signals on the consent agenda. FDOT is amending the agreement.

The agreement includes reimbursement in the event a light is destroyed due to an automobile accident.

The agreement is for state roads.

County Attorney Goodman addressed the Board, the agreement is a standard agreement though out the state.

Chairman Bush advised to list the agreement on the consent agenda.

- Equipment Purchase – Tom Terrell addressed the Board in reference to an approval request of equipment purchases after October 1. The first request is for a steel drum roller from Tractor Equipment Company for \$84,000.00. The steel drum roller that is currently being used has been compiled by 2 steel drum rollers.

Commissioner Gothard asked if that price is on a state bid.

Tom Terrell advised that it is not a state bid. The state bid price was \$110,000.00.

Tom Terrell advised that he obtained 3 quotes.

The second request is for 4 pick-up trucks, which are replacing 3 trucks. Pricing was received from the sheriff's contract, HUB City Ford, and Chipola Ford, which was the best price at \$116,721.00 for 4 vehicles. The sheriffs bid was \$130,361.00.

Commissioner Abbott requested pricing be obtained from Chevy and Dodge.

County Administrator Hamilton advised Commissioner Abbott the benefit in having the same brand is being able to purchase supplies in bulk.

Commissioner Abbott directed for pricing to be obtained from Chevy and Dodge.

Commissioner Brock advised Tom Terrell, he would like to have seen it bid out.

Commissioner Abbott suggested the vehicle packages not be those of luxury.

Tom Terrell advised he looked at history when deciding on the purchase information. The rear view camera is included as an item in the towing package.

Chairman Bush advised to list the trucks on the regular agenda and the roller on the consent.

- Project Worksheets – Since the middle of July they have completed all the work on 6 project worksheets. In the next 3 – 4 weeks the intent is to have 3 or 4 more ready to go by the same time next month.
- Deltona Boulevard – The permit has been received for the crossing. After reviewing the permit, it has been discovered that a significant amount of work is required. It is above the capability of being completed by county staff.

County Engineer Knauer has been asked to provide an engineer's estimate of the cost it would take to be completed by a contractor, which is \$85,600.00.

He suggested the work be bid out and advised that it is not FEMA work.

Commissioner Gothard asked if a motion in the future would be needed to bid it out.

Chairman Bush advised Commissioner Gothard a motion is not necessary for County Engineer Knauer to put it together.

- V. COUNTY ENGINEER – County Engineer Knauer addressed the Board.
- Spurling Landing is complete. Work is currently being done on Hightower Springs. Approval from Water Management has been received to close Hightower Springs until next Wednesday and has the option to be extended. Water Management is covering the expense from the \$200,000.00 that was approved years prior.
 - Boardwalk Award – The boardwalks were bid out and awarded to Teddy Bear Construction. The award, agreement, and notice to proceed were issued.

There has been back and forth communication with Teddy Bear Construction trying to get the contract in a position that is acceptable to them. The last correspondence with the company was the company asking for an additional 30 days to be added in their contract, which requires Board action. They have expressed concern about the county covering vandalism to their equipment on the job and the counties insurance. Normally the contractors insurance covers that.

County Attorney Goodman advised the Board will not be doing that.

County Engineer Knauer advised the Board the options are, if it is agreeable with County Attorney Goodman to award the contract for 90 days instead of

60, which is what the job was bid as. If that is not the case, then the next option is to move to the second bidder, which is IC Contractors who have indicated they can do the work in 60 days. The pricing difference is around \$10,500.00. Water Management has approved of the additional funds in order to get the project started.

The project is for Live Oak and Hightower.

County Attorney Goodman clarified the original term for the bid proposal is 90 days.

County Engineer Knauer advised that is correct.

Chairman Bush addressed the Board, if the timeline is changed that would mean rebidding.

County Attorney Goodman confirmed if there are changes the project would have to be rebid.

County Engineer Knauer addressed the Board, there were concerns expressed to him that the piling contractor may not be able to start for a period of time. They did not want the clock moving in between the time that they issued the notice to proceed and the piling contractor showed up.

Troy Cunningham, President of Teddy Bear Timber Corporation addressed the Board. The paperwork was not received in a timely manner, and they were not notified. When they came in to sign the paperwork, he advised that he would like to move the start date and it appeared at that time that it was not an issue. County Engineer Knauer was to bring amended paperwork at the meeting on the job site. The piles that were bid were fiberglass piles that were hollowed. County Engineer Knauer stated that he

wanted a fiber glass solid pile. These were unable to be found. CMI stated that they have a 4 week lead time to get the product into Florida, which puts them back 30 days from being able to start at Hightower Springs. The pile company originally chosen are in the middle of some large projects. It was set up with the pile company to drive all of them at one time in October, which would mean ordering the 4 piles for Hightower early, in order to start early.

Chairman Bush asked if a pile was specked.

County Engineer Knauer advised, yes. The exact cut sheet for the piling in the bid package, which is what he continues to require.

Troy Cunningham addressed the Board, in the bid package it states that you could use fiberglass or the pile that is wrapped, which is CMI. The fiberglass hollow pile is exactly what they did for the job.

The paperwork contained discrepancies in the bid paperwork that states not for construction. They have been notified that they were going to use those for construction. One of the markers on there was not significant to what the paperwork says. It was on a different tree, different height, and the nails were different. There is not a height set for Live Oak Landing. They have been notified to proceed over a said wash out that is there, which will put them over the 30 inch mark and a handrail would be required.

County Engineer Knauer advised the Board none of that information is correct or true.

Chairman Bush asked what the specs on the pile indicated.

County Engineer Knauer addressed Chairman Bush, it is a piling made by

CMI. They were given the exact cut sheet of the piling that Water Management wanted used.

The paperwork was set up the way that Teddy Bear bid the job. He was not satisfied with the start date.

Commissioner Gothard asked Troy Cunningham if the start date of the job is changed, would he be able to complete the job in 60 days.

Troy Cunningham advised Commissioner Gothard, if he is allowed to order the piles today.

County Attorney Goodman asked if he would like the start date to start in 4 weeks.

Troy Cunningham addressed County Attorney Goodman, or sooner. It depends on if the piles come in earlier.

County Attorney Goodman addressed the Board. The issue is when the project was bid and time is of the essence. If there is something that you do not understand, there is a requirement that you ask for more information or clarification and there is no evidence that has been done.

The concern is if the bid is awarded and the start date is pushed back 30 days, which may open the issue up to a bid protest.

County Engineer Knauer advised Commissioner Gothard, they have 60 days from the notice to proceed, which was issued 2 weeks ago. He never acknowledged the notice to proceed that the chairman signed.

Jackie Snowden advised the Board, the completion date is November 16th.

Commissioner Gothard asked Troy Cunningham if he could complete the job by November 16th.

Troy advised as of today, no.

County Attorney Goodman directed the options are to move to the second bidder or rebid.

County Attorney Goodman addressed the Board, when the notice to proceed was issued, by the bid document the Board is under a contract, with a due date in the middle of November.

Commissioner Gothard suggested to bring the item back up at the next meeting.

County Engineer Knauer addressed the Board, the notice to proceed was issued on August 31, 2016.

County Attorney Goodman directed to list the item on the agenda for 9/29/16.

- FEMA Contracts – County Engineer Knauer addressed the Board. The contractor is starting the last of the contracted FEMA jobs. They are mobilizing today, with 60 days to complete the work. All the rock on the jobs will be mixed. The chairman has the notice to proceed.

Commissioner Abbott advised County Engineer Knauer to do the paddle trail presentation next week.

VI. COUNTY ADMINISTRATOR – County Administrator Hamilton addressed the

Board on the following items.

- Inter-local Agreement with the Division of Forestry – County Administrator Hamilton advised the Board the agreement is an annual one.

Chairman Bush directed to list the agreement on the consent agenda.

- Continuity of Operations Plan MOU with Jackson County – County Administrator Hamilton addressed the Board, per Commissioner Abbott’s direction he sought out a plan to the east as what was done with the plan in Holmes County.

Chairman Bush directed to list the Continuity of Operations Plan MOU on the consent agenda.

- Northwest Florida Water Management Agreement – County Administrator Hamilton advised the Board the amendment extends the current agreement from 11 to 56 months. This is the third amendment to the project.

Chairman Bush directed to list the agreement amendment on the consent agenda.

- Courthouse Janitorial Services – County Administrator Hamilton addressed the Board, they would like to send out an invitation to bid on those contract services. Suggested options include mix of contractor and county employees, county employee only, or contract only.

County Administrator Hamilton addressed the Board. He and Clerk Bell discussed for the Board’s consideration hiring a part-time employee for Monday, Wednesday, and Friday for the courthouse cleaning. Use the current employee on staff for cleaning on Tuesday and Thursday as the full-time employee. Contractors would be able to access the common areas after

hours and prior to locking the offices at the end of the work day a county employee would be responsible to lock office doors before the contractor was on the premises to work.

The concern is privacy of sensitive material.

Commissioner Abbott addressed County Administrator Hamilton, there are laws that protect that.

He suggested putting out RFP's and set specifications.

County Administrator Hamilton addressed Commissioner Abbott, that is being done and the bids close on October 6th.

Commissioner Gothard suggested hiring someone with the benefit of having a full-time job.

Commissioner Kent advised that it is a project that is larger than the work of an individual.

Commissioner Abbott addressed the Board, a contractor will be bonded and licensed.

Chairman Bush suggested that court administration provide assistance. Hopefully court facility funds will be used to pay for the service.

Commissioner Abbott expressed concern about certain janitorial work being done while the building is occupied.

County Administrator advised the Board he is not clear on their direction.

Chairman Bush advised to list the item on the regular agenda and bring

figures before the Board on similar buildings.

- Sonitrol Security System Contract – County Administrator Hamilton addressed the Board in reference to a security contact for the courthouse which cost \$12,588.00 annually. This is split 80/20; monitoring versus maintenance.

Options include a graduated contract, which would be \$585.00 monthly for the software training and license renewal with Sonitrol would cover the maintenance. After that it will increase to \$1,049.00.

The service is for security controls.

Commissioner Abbott questioned if it had been determined that the system is needed.

Zack Deaton, GAC advised the Board it is for access, control, and intrusion.

County Administrator Hamilton addressed the Board in reference to the second option, which does not include cost for the hardware portion of it, but you would pay for the software, and license renewal. If something breaks you would pay for it out of pocket. This option saves about \$4,600.00 annually. The software includes the monitoring fee.

County Administrator Hamilton suggested option 2. The contract is for 5 years.

He suggested including the maintenance on the equipment and the associated software is a necessity.

Chairman Bush directed to list the courthouse security on the regular agenda.

- Courthouse Elevator Contract – County Administrator Hamilton addressed the Board in reference to the courthouse elevator contract. The contract includes 4 phones, which is in each elevator at a cost of \$300.00 quarterly/\$1,200.00 annually.
The fee automatically increases 3% every January, advising that is a fee that he will check into to negotiating.

The Board agreed to list the contract on the consent.

- Survey – County Administrator Hamilton requested approval to pursue a boundary survey on Mud Hill Pit.

Commissioner Kent asked if he intends to include the wildlife preserve in the survey.

VII. CLERK – None

VIII. COUNTY ATTORNEY –

- Monitoring Alarm Agreement – County Attorney Goodman requested approval to enter into an agreement for monitoring the alarm system at the courthouse that are in the elevators. Integrated Systems of Florida, Inc. installed the fire alarms. The cost is \$212.00 for installation and \$25.00 monthly for monitoring of those systems.

Zack Deaton, GAC addressed the Board, they have been tested but before they can be certified they have to be monitored, which is the same process with the elevator.

County Attorney Goodman addressed the Board, the price was the same with Sonitrol.

Chairman Bush advised to list the agreement on the consent agenda.

- Code Enforcement Procedures – County Attorney Goodman addressed the Board. A couple of months prior the Board approved additions to the code enforcement procedures in section 10.11.2. The next step to implement the changes would be to include them in ordinance form.

County Attorney Goodman advised there is a courthouse meeting scheduled today at 4:00 p.m.

- IX. ADJOURN - Commissioner Abbott offered a motion, seconded by Chairman Bush and carried to adjourn.

Deputy Clerk Brantley

Date Board Approved